

MINUTES OF THE MEETING OF THE
WASHINGTON COUNTY FREE LIBRARY BOARD OF TRUSTEES
HELD VIA ZOOM MEETING
September 9, 2020

Present:	John Schnebly, President Judith Chambers Kimberly Halsey Al Martin Christine McGee Katherine Oliver Aaron Peterancez Stephen Schutte Greg Snook	Board Absent: None
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Staff Present: Jenny Bakos
Kathleen O'Connell
Elizabeth Hulett
Sara McCall

The meeting was called to order by the President.

Minutes

The minutes of July 15, 2020 meeting of the Board were reviewed. Mr. Schnebly called for a motion to approve; Mr. Martin made the motion and Ms. Oliver seconded the motion. The minutes were approved unanimously.

Executive Director's Report

Ms. Bakos reported the June 30, 2020 financials were completed. Due to delays from the accounting firm transfer, the audit presentation will be moved to the November 18, 2020 board meeting. WCFL is in the new fiscal year, revenues are lower than projected because of the suspension of fines and fees. Staff are spending very cautiously in observation/reflection/anticipation of funding cuts later this fiscal year and possibly in future fiscal years.

Ms. Bakos expressed her appreciation to the board for approving the Head of Security position during the later part of Ms. Baykan's tenure. The Head of Security is working with the Head of Branch Services to revamp the Emergency Action Plans for all locations. Security is also providing Zoom presentations with staff as we prepare to reopen to the public.

Ms. Chambers, Ms. O'Connell and Ms. Bakos met to work on the Strategic Plan. Ms. Bakos would like more board members input. This topic will be discussed later in the meeting.

Director of Public Services

Ms. O'Connell advised that the quarantining of materials has become an issue due to conflicting quarantine times from system to system. Patrons see the materials checked out on their account when materials are in quarantine and voiced concerns about the length of time materials are kept on their records.

We are working with the Board of Education and RAIL cards to make more materials available to the children.

Director of WMRL

Ms. Hulett stated things are going well in WMRL and the staff have cleared the backlog of materials in transit. WMRL will experience additional delivery fees due to changes in the route.

The fiscal year 2021 strategic plan was completed. The plan was written for one year due to the constantly changing times.

Financials

Mr. Martin presented the June 30, 2020 financials. WCFL was in good shape for the end of the fiscal year with income above projections and expenditures under budget. The primary source of the income over budget was from unrestricted gifts/donations. The financials are unaudited numbers and adjustments will take place when the audit is complete.

Mr. Martin moved and Mr. Snook seconded to accept the financial statements as presented. This motion was approved unanimously.

Old Business:

Telecommuting Policy – Ms. O'Connell presented the revised policy. Revision included monthly and annual reviews of telecommuting personnel. The staff member would need to be cautious of public WiFi connections and would be covered under the worker's compensation policies. The policy is based on an individual's, needs; contingent on the staff member's job requirements. Ms. Oliver moved to approve the policy and Mr. Snook seconded the motion, carrying unanimously.

PPP Loan – Ms. McCall reported we have expended the PPP funds and WCFL is waiting for the bank to send the loan forgiveness documentation.

Washington County Cares Grant – Ms. Bakos reported we did submit for the grant. WCFL did not qualify for the grant, as we have over 50 employees.

Fine Free Extension – Ms. Bakos asked the board to extend the fine free period to November 30, 2020. WCFL is moving towards accepting payments for fines accrued prior to COVID as well

as printing fees. Mr. Martin made the motion and Ms. McGee seconded the motion to extend fine free through November 30, 2020.

New Business:

Reverend Christopher Ramsey Grant – Ms. McCall and Ms. O’Connell researched Mr. Ramsey’s interests within WCFL. Mr. Ramsey enjoyed the Western Maryland Room, history and genealogy. At the recommendation of administration, Mr. Martin moved to designate \$20,000 for the McCauley Lecture series and the remaining \$61,642.71 to the John Frye Endowment.

Board and Holiday Schedule – Mr. Snook moved and Mr. Schutte seconded the motion to accept the 2021 board and holiday schedules as presented.

Board Vacancy – Board President, Mr. Schnebly is nearing the end of his last term. Board members were asked to bring forward candidates to Mr. Schnebly and library administration for consideration.

Strategic Planning Committee Volunteers – Ms. O’Connell, Ms. Chambers and Ms. Bakos met to start the new strategic plan. Ms. Chambers stated this is an opportunities to look at strategic priorities for today and the future.

Reopening Update – Monday, September 14, 2020, WCFL has scheduled a soft opening. This allows the public in the Fletcher from 2:00 PM to 6:00 PM Monday through Friday for browsing and computer usage. Curbside hours were adjusted. Staff are working on creating a safe and welcoming environment for our patrons. There was a consensus by the board approving the reopening status.

Members of the board expressed appreciation for the work of the library staff, support of the library within the community and the ongoing partnerships with outside agencies and businesses.

The next regular meeting is scheduled for Wednesday, November 18, 2020 at 12:00 noon.